

DoD now requires all commercial payment requests (invoices) to be submitted via the Wide Area Work Flow web site or another acceptable electronic form in accordance with DFARS SUBPART 232.70—ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS. DFARS text can be found at:

(http://www.acq.osd.mil/dpap/dars/dfars/html/current/232_70.htm).

It is expected that the Defense Finance and Accounting Service (DFAS) will begin rejecting paper/manual invoices within the next few weeks.

As the Central Contractor Registry (CCR) Electronic Business point of contact for your company, you are responsible for setting up your company in WAWF.

Setup and Registration

1. Activate your company's CAGE code in WAWF by calling 1-866-618-5988.
2. During the call, you will need to tell them who to set up as Group Administrator (GAM) to manage all of your company's WAWF users.
3. Personnel to submit invoices must register under your CAGE code at the WAWF site <https://wawf.eb.mil>
4. The GAM must then activate their accounts on-line.

Training

Getting Started for Vendors checklist and forms:

<http://www.acquisition.navy.mil/navyaos/content/view/full/3521/>

Web Based Training: <http://wawftraining.com>

Data Entry Test Site: <https://wawftraining.eb.mil>

Reference Guides: <http://www.onr.navy.mil/02/wawf/>

Additional Links: Resources Tab on web based training site (example: PKI, UID)

Status can be checked in WAWF by choosing from the left side menu:

- Rejected Invoices
- Rejected Receiving Reports
- Pay Status (VPIS)

Please direct questions to the ONR WAWF support line at 703-696-1313 Option 4 or by email to:

WAWF_Support@onr.navy.mil

For technical support, contact the DISA Ogden Help Desk at 1-866-618-5988.

Your current active ONR contracts to be invoiced via WAWF-RA are listed below. All subsequent awards will contain a clause requiring invoicing through WAWF.

Contact us at the ONR WAWF support line if you are unable to immediately comply with this requirement.